A COPE	PeoplePlus (PPL) System Access Request Form											
	For EPA Employees ONLY											
ZUS	1. SE	LECT ONE:		New			Revision		Deletion			
USER INFORMATION:												
1a. Employee ID: (8 Characters)				1b. Dynamic Group:(D00XXXX)								
2a. Last Name:				2b. First Name:			2c. MI:					
3. Mail Code:				4. Office:								
5. Address:												
6. City:				7. State:			8. Zip Code:					
9. Work Phone:	9. Work Phone:			10. E-M	10. E-Mail Address:							
PEOPLEPLUS SYSTEM ACCESS:												
11. Data Permission Security: Data Permission is best described as "Who" you can see. (e.g., employee data)												
11a. Human Resources & Payroll access is by Servicing Office Number (SON): HR functional roles see Page 2			11b. ☐ 1. Payroll functional roles see Page 2		11c. Time & Labor access is by Department Data Permission (DP00XXXX) where XXXX = Department Code: 1. Time_Keeper 2. Time_Supervisor 3. Time and Labor additional functional roles see Page 2			11d. Primary Data Permission DP00				
I read and I understand the Office of the Chief Financial Officer Policy Announcement #04-01 pertaining to my PeoplePlus responsibilities. I will abide by these rules and understand that failure to comply with them may be grounds for disciplinary action.												
Signatures and Authorizations:												
12. Requestor's Signature:	oyee's)					12a. Today's Date:						
12b. Effective D	ate:											
13. Employee's	Superv	visor's Printed Na	me:									
13a. Employee's Supervisor's Signature:							13b. Date:					
14. PeoplePlus Coordinator's Printed Name:												
14a. Coordinator's Signature:					14b. Date:							
(NOTE: Page two is not required if access is only for Timekeeper or Time Supervisor access. Upon completion form should be emailed to the PPL Security Group or faxed to 702-798-2423 for processing. HR requests should be faxed to 202-564-7544.												

Page 1 of 2 Revised 04-04-2013

15. Roles Assignment: Role is best described as "What" you can do. (e.g., menu access) HUMAN RESOURCES HQ PAYROLL Staff: TIME and LABOR:	Page Two Additional PPL Functional Roles											
Additional Signature is required by employee's HRO Additional signature is Required by Payroll Management and Outreach Staff Director Signature 1. HR_Specialist (Allows HR users to Signature) 1. PY_User (Only for Payroll Staff) 1. PeoplePlus Coordinator Process personnel transactions) 1. PY_User (Only for Payroll Staff) 1. PeoplePlus Coordinator Payroll Staff) 1. PY_User (Only for Payroll Staff) 1. PeoplePlus Coordinator Payroll Staff) 2. CPARS/Paymerge Coordinator Payroll Staff Staff) 3. HR_ReadOnly (Allows HR users to Staff) 3. FAN Maintenance Coordinator Payroll Staff Staff) 4. HR_Query_Adhoc (Allows HR users to Payroll Staff) 5. HR_PMO_Reports (Allows HR Users to Generate queries) 5. PY_Acctg (only for HQ Payroll Staff) 5. Superfund Account Administrators Users to generate reports created for PMOs) 6. HR_OWCP_Coords (Allows HR Users to manage workmen's Comp cases) 7. HR_Mass_Chg_Pres (Allows HR Users to manage Lave Bank and Voluntary leave hours of employees) 9. HR_LaveBank_Coords (Allows HR users to manage Lave Bank and Voluntary leave hours of employees) 9. HR_LAR_User (Allows HR users to manage Lave Bank and Voluntary leave hours of employees) 16. Human Resource Officer's Printed Name: 16a. HRO's Signature 17a. Payroll Management and Outreach Staff Director Printed Name: 17a. Payroll Management and	15. Roles Assignment: Role is best described as "What" you can do. (e.g., menu access)											
mployee's HRO Management and Outreach Staff Director Signature □ 1. HR_Specialist (Allows HR users to process personnel transactions) □ 2. HR_Report_Mgr (Allows HR users to receive personnel generated reports) □ 3. HR_ReadOnly (Allows HR users to view personnel generated reports) □ 3. HR_ReadOnly (Allows HR users to Staff) □ 4. HR_Query_Adhoc (Allows HR users to Staff) □ 4. HR_Query_Adhoc (Allows HR users to systems Staff) □ 5. HR_PMO_Reports (Allows HR users to generate reports) □ 5. HR_PMO_Reports (Allows HR users to generate reports) □ 5. HR_PMO_Reports (Allows HR users to manage workmen's Comp cases) □ 7. HR_Mass_Chg_Pres (Allows HR users to manage vorkmen's Comp cases) □ 8. HR_LeaveBank_Coords (Allows HR users to process mass organizational realignments as result of Reorganizational realignments as result of Reorganizational realignments as result of Reorganizational serves to manage Lave Bank and Voluntary leave hours of employees) □ 9. HR_LMR_USer (Allows HR users to manage labor relations cases) 16. Human Resource Officer's Printed Name: 16a. HRO's Signature: 17a. Payroll Management and Outreach Staff Director Printed Name: 17b. Date:	HUMAN RESOURCES	HQ PAYROLL Staff:			TIME and LABOR:							
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Page 2 of 2 Revised 6/3/2013